



Meeting Minutes

1 - Detailed (Editable), Grouped by Each Meeting and by 'Old Business' and 'New Business'

Highgate Arena Renovations
 243 Gore Road
 Highgate, VT 05459

Project # 14-5825.02
 Tel: 802-868-4406 Fax:

DEW Construction Corp.

Owner Meeting 10

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
10/1/2015	04:30 PM	06:00 PM	10/8/2015	04:30 PM	Tim Heinlein	DEW Construction Corp.

Purpose	Location	Next Location	General Notes
	Job Site	Job Site	Attachments: 1) Allowance/Contingency/Cost Change Logs dated 10/01/15 Also attended by: 1) Matthew Bouchard

Attended By	Non-Attendees
DEW Construction Corp. - Tim Heinlein	DEW Construction Corp. - Taylor Woodward
Town of Highgate - Heidi Britch-Valenta	DEW Construction Corp. - Tom Langlois
Town of Highgate - Paulette Tatro	Town of Highgate - Joshua LaRocque
Wiemann-Lamphere Architects - Steve Roy	Pinnacle Engineering, PLC - Justin Homes
Town of Highgate - Ty Choiniere	
Town of Highgate - Steve Bushey	
Town of Highgate - Don Gilbert	
Town of Highgate - Ryan Maskell	
Town of Highgate - Brian Spears	
Town of Highgate - Chris Yates	

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
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Old Business

Schedule

001-001	* Note: See Meeting Minutes #9 for items to 09/17/15 * 09/24/15 - - Sept 22 - Boards and pump electrical panels arrive and are unloaded on site - Sept 23-24 - Floor is cleaned, electrical panels are installed, control wiring commenced - Sept 25 - Seal mechanical concrete room and entrance floor, Boards located around rink on site - Sept 26-27- Used boards and glass are sorted - Remainder of boards and glass loaded on truck for shipment - Sept 28-Oct 1- Boards installed and anchored - Oct 2-4 - Glass installed - Oct 5 - System is charged with glycol, raised floor commenced in players boxes - Oct 6 - Chiller & Equipment startup, raised floor completed					No
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Old Business

- Oct 7 - Controls commissioned
- Oct 8 - Customer training and handoff
- Oct 9 - State Fire Marshall occupancy inspection, 9am

10/01/15 -

- State inspection for Certificate of Occupancy is scheduled for 10/9/15 at 9:00am.
- Customer training 10/08/15.
- Water cooler work has started, slab has been cut and piping is exposed.
- Dasherboard glass install to start tomorrow.
- Floor prep work to start next week.

Safety

001-002 * Note: See Meeting Minutes #9 for items to 09/17/15 * No

09/24/15 - No issues.

Costs

001-005 * Note: See Meeting Minutes #9 for items to 09/17/15 * No

09/24/18 - COR #4 approved.

10/01/15 - No new business. Logs distributed.

Owner F.F.E

001-009 Schedule: No

- 08/17 - 08/19: Painting of steel columns (Ricky Pilban).
- 08/20 - 08/26: Steel liner panel (Ryan Maskell)
- 08/17 - 08/ 19: New exterior man doors
- The food in the freezer should be removed within two weeks to eliminate risk of loss during construction.

07/28/15 - No new items.

08/04/15 -

- Paint Steel Columns - 08/25 to 08/27/15.
- Steel Liner Panel - 08/28
- New Exterior Doors/Frames - 08/25 to 08/27/15.

08/11/15 - Was Jason Stoddard contacted? Don Gilbert will check.

08/18/15 - Jason has the doors but final



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Old Business

- coordination needed.
- 08/25/15 - Doors will be on site early September (3rd).
- 09/01/15 - No change in status.
- 09/17/15 - The doors and frames are pending. Once installed, the metal liner work in the arena can be completed.
- 09/24/15 - Ongoing.
- 10/01/15 -
 - All leftover Owner's FFE needs to be relocated to allow floor prep/floor installation to take place.
 - Doors and frames pending.

Donations

- | | | |
|----------------|---|----|
| 001-010 | <ul style="list-style-type: none"> 1) Vermont Mechanical offered a water cooler/filler. DEW will get product data sheets. Steve Roy will provide a location. 2) Potential concrete donation to be determined. | No |
|----------------|---|----|
- 07/28/15 - No new items.
 - 08/04/15 - \$9,800 donation for engineering of well.
 - 08/11/15 - OH Doors from Champlain Door Co. - \$5,900.00 (TBD).
 - 08/25/15 - No new items.
 - 09/01/15 - No new items.
 - 09/17/15 -
 - Rick Pilban painted the beams/columns \$8,000.00
 - Sherwin Williams discounted the paint \$750.00
 - Ryan Maskell donated labor and some materials for the siding panels.
 - Water cooler \$1,200 from Vermont Mechanical.
 - 09/24/15 - Rise VT will donate costs associated with installing the water cooler. DEW is authorized to proceed.
 - 10/01/15 - No new business.

Water Well



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Old Business

001-011		Town is working with cell tower consultants and will be working with an engineer. Town will discuss piping options to allow for installation during the concrete work associated with SKA -03.					No
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07/28/15 - The Town has hired Pinnacle Engineering.
 Schedule:
 - Permit application two week's before submitting.
 - One 2" electrical conduit and one 3" conduit for the water piping will be needed. This detail is needed now as the mechanical room slab is being placed next week.
 - Future water tank storage if needed may require concrete slab reinforcement. Probably 6 weeks away from well drilling.

08/04/15 - DEW proceeding with SKA-3 slab pour. Once direction is received, we will proceed accordingly.

08/11/15 - Direction is forthcoming.

08/15/15 - The well is being drilled tomorrow. Draft SKA-07 new water service entrance discussed. DEW will discuss waterline routing with the well driller.

08/25/15 - Drilling is ongoing. Steve Bushey will also discuss pipe routing with Chevalier. Water yields and sampling results are needed so the engineer can evaluate the system requirements.

09/01/15 -
 - The well has been drilled. The engineer suggested the toilets inside the building should be changed to tank types, (at least 50%).
 - Unofficially 615' deep 60 gallons per minute. Five to six fixtures need to be changed to comply with the lesser calculations.
 - WLA's mechanical engineer will offer options for the toilet fixtures
 - U.I.C. permit required by the existing Zamboni drain.

Later Note: The fixtures can remain as-is.

09/17/15 - Final design permit pending. It would be desirable to have a hydrant for the ball fields. Steve Roy to check on containment requirements via Steve Shaw.

09/24/15 -
 - The well log indicates 60 gallons per minute. No treatment will be required. An 8 gallon tank is needed.
 - The construction permit is still pending, once received, construction can begin. Construction is



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Old Business

estimated to be 3 weeks out.
 - The floor drain containment will not be required.
 - The State is questioning if secondary containment is required on the small storage tank.
 - State is recommending a valve to isolate drain line at the Zamboni floor drain outlet pipe.

 10/01/15 - The State is still undecided on containment requirements. The permit is pending.

Security/Fire Alarm Panel

001-012 Town will discuss with Don Gilbert. No

07/28/15 - Heidi had contacted Ron Tromely at Simplex. DEW will help follow up.

 08/04/15 - Not in DEW scope. Coordinate with simplex.

 08/11/15 - DEW will contact Ron Trombley.

 08/18/15 - Ongoing.

 08/25/15 - Ongoing.

 09/01/15 - Mid September to start fire alarm work.

 09/17/15 - Ongoing. They were here today and had a problem. The phone line does not work. Bouchard will be contacted by the Town.

 09/24/15 - The work is complete. Ron Trombly, Simplex will need to be on site 10/6/15 for the Final CO walk through.

 Later note: The work is not complete. A speaker card and final commissioning will take place on 10/7/15.

 10/01/15 - The work was completed today, however, they found two (2) devices that the speakers don't work. Simplex will send the Town a quote to fix these and can do the work the morning of the CO inspection.

Electrical Grant

004-001 \$25,000 is available on a \$50,000 expenditure. No

DEW will provide contractor invoices as back-up to support the expenditures.

 08/18/15 - Ongoing.



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Old Business

08/25/15 - Ongoing.

09/01/15 - Ongoing.

09/24/15 - Ongoing.

Rink Netting

007-001	Can Custom Ice install?						No
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09/24/15 - Can the plastic be removed from the score board and registers?

10/01/15 - Custom Ice will have pricing tomorrow. DEW advised the Owner to have a back-up plan with volunteers if the pricing is not acceptable.

Rink Refrigeration Controls

008-001	A hard wired internet connection cable (CAT 5/6 ethernet) that operates a dedicated and constant IP Address (that does not change) is needed.						No
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09/27/15 - Matthew Bouchard will need to get this work complete by 10/6/15.

10/01/15 - The work is completed. Telephone questions regarding the auto-dialer. Chris will speak with Brendan of Custom Ice next week.

Existing IROC Boards

008-002	Ownership is still by MAHA and the Owner would like this conveyed to Custom Ice ASAP.						No
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10/01/15 - Don Gilbert wants MAHA to convey ownership ASAP.

Expansion Joint

008-003	Steve Roy suggested additional sealant work is needed.						No
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09/24/15 - The work is ongoing.

10/01/15 - Ongoing.



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Old Business

Existing Bleacher Railings

008-004		Some type of rail should be added.		Closed			Yes
		09/24/15 - Ongoing. DEW requested an engineered detail if DEW is to perform this work.					
		10/01/15 - Steve Roy provided a concept for discussion. This will be addressed outside of the project.					

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New Business

Siding

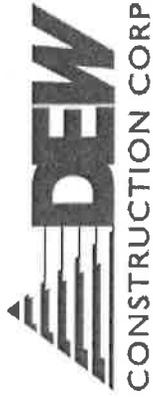
010-001		Review exterior unit heater exhaust penetration to determine patching method.					No
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Dasherboard Layout

010-002		Custom Ice advises to change the scores table to 6' from the 7' that is shown. The penalty boxes should be changed from 6' as shown to 7'-6" +/- . DEW will issue formal RFI.					No
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****NOTES****

THE ENCLOSED MINUTES ARE THE WRITERS UNDERSTANDING OF THE ISSUES AS DISCUSSED. IF THERE ARE ANY CORRECTIONS OR COMMENTS, PLEASE FORWARD THEM IN WRITING WITHIN 48 HOURS OF RECEIPT OF THESE MINUTES, OTHERWISE THESE MINUTES WILL STAND AS RECORD.



DEW Allowance Variance Log

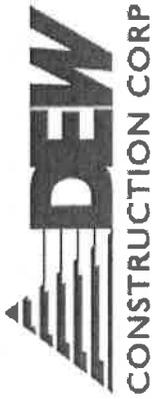
Allowance - By Status & COR Date

Highgate Arena Renovations
 243 Gore Road
 Highgate, VT 05459

Project # 14-5825.02
 Tel: 802-868-4406 Fax:

DEW Construction Corp.

Number	Description	Estimate	Potential Cost	Current Variance	Notes
Approved - Not in an Owner Change Order					
ALL001	21-1001 - Temporary Generator	\$ 3,500.00	\$ 0.00	(\$ 3,500.00)	
ALL002	21-1002 - Wall Protection at Players Boxes	\$ 6,500.00	\$ 6,800.00	\$ 300.00	Subs: Custom Ice
ALL003	21-1003 - Dasher Board Missing Existing Components	\$ 10,000.00	\$ 0.00	(\$ 10,000.00)	
ALL004	21-1004 - Swanton Electric Utility	\$ 13,886.00	\$ 13,885.14	(\$ 0.86)	Subs: Swanton Village Electric
ALL005	21-1005 - SKA-03 Concrete Slab	\$ 7,500.00	\$ 9,875.00	\$ 2,375.00	Subs: Custom Ice
ALL006	21-1006 - New Low-E Ceiling at Mezz Demo	\$ 9,675.00	\$ 3,650.00	(\$ 6,025.00)	Subs: Custom Ice
ALL007	21-1007 - Floor Prep	\$ 4,758.00	\$ 0.00	(\$ 4,758.00)	
ALL008	21-1008 - Non-Code Complying Mechanical	\$ 5,000.00	\$ 214.17	(\$ 4,785.83)	Subs: DEW
ALL009	21-1009 - Non-Code Complying Electrical	\$ 5,000.00	\$ 0.00	(\$ 5,000.00)	
Total		\$ 65,819.00	\$ 34,424.31	(\$ 31,394.69)	



DEW Contingency Variance Log

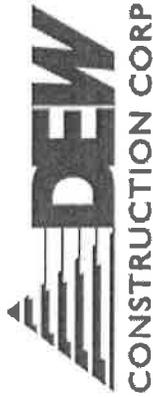
Contingency - By Status & COR Date

Highgate Arena Renovations
 243 Gore Road
 Highgate, VT 05459

Project # 14-5825.02
 Tel: 802-868-4406 Fax:

DEW Construction Corp.

Number	Description	Estimate	Current Potential Cost	Current Variance	Notes
Approved - Not in an Owner Change Order					
CNT000	Contingency Budget	\$ 30,543.00	\$ 0.00	(\$ 30,543.00)	
CNT001	20-1001 - Subbase Removal / Add Expansion Joint	\$ 0.00	\$ 2,740.00	\$ 2,740.00	Subs: Custom Ice
CNT002	20-1002 - Dasher Board Yellow HDPE Filler Piece	\$ 0.00	\$ 1,940.00	\$ 1,940.00	Subs: Custom Ice
Total		\$ 30,543.00	\$ 4,680.00	(\$ 25,863.00)	



DEW Cost Change Log

By Status & COR Date - ALL*

Highgate Arena Renovations Project # 14-5825.02
 243 Gore Road Tel: 802-868-4406 Fax:
 Highgate, VT 05459 DEW Construction Corp.

Number	Description	COR Date	Change Order	Estimate	Proposed	Forecast / Applied	Notes
RFP - Outstanding Pricing							
OWN003	190003 - RFL015/SKA-8A/SKA-8B New Wall at Mechanical Room			\$ 7,000.00	\$ 0.00	\$ 7,000.00	Subs: DEW
Total				\$ 7,000.00	\$ 0.00	\$ 7,000.00	
OCO - Owner Change Order							
OWN001R001	190001 - SKA-06- Added Rubber Flooring - Revised	8/11/15	Prime - 001	\$ 0.00	\$ 15,514.00	\$ 15,514.00	Subs: Future Floors 08/11/15: Emailed original OWN001 09/01/15: Emailed OWN001R001 09/01/15: Approved
OWN002	190002 - SKA-04 Raised Platform at Players Benches	8/31/15	Prime - 001	\$ 0.00	\$ 7,224.00	\$ 7,224.00	Subs: Custom Ice 08/20/15: RFP Sent 09/01/15: Emailed 09/01/15: Approved
OWN004	190004 - Install Bottle Filling Station	9/16/15	Prime - 001	\$ 0.00	\$ 3,689.00	\$ 3,339.00	Subs: DEW, VMI, Alpha 08/25/15: RFP Sent 09/17/15: Emailed 09/24/15: Approved, signed by Heidi 09/28/15: Emailed to Steve Roy for signature
OWN005	190005 - Deduct Primary Power Trench	9/17/15	Prime - 001	\$ 0.00	(\$ 4,585.00)	(\$ 4,585.00)	Subs: Doug Rollo 09/17/15: Emailed 09/17/15: Approved
Total				\$ 0.00	\$ 21,842.00	\$ 21,492.00	